

**OAI Headquarters**

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**OAI Chicago Southland**

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## JOB OPENING

**Position Title:** Finance Manager  
**Position Category:** Full time, Exempt  
**Department:** Finance-Operations  
**Reports to:** Controller

**Cover Letter with your interest and experience along with your resume is required and forward to [oihr@oaiinc.org](mailto:oihr@oaiinc.org)**

Chicago-based OAI is looking for an experienced and detail-orientated Finance Manager to join our finance and operations team. Founded in 1976, OAI is a small giant of a nonprofit. As a premier workforce education, training, and development organization, our mission is to offer skills training that leads to safe, meaningful employment while helping companies and communities to thrive. You will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission.

OAI is a place that encourages innovative thinking and that values diversity, flexibility and work-life balance. Our hard-working team is supportive and collaborative and all share a common desire to help our fellow citizens live better, safer lives.

OAI's pay and benefits are generous, as are our paid holidays, and we provide a 3% 401k match. OAI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics.

### **Job Summary:**

The Finance Manager plays a critical role as part of the finance and operations team. Primary responsibilities include budget preparation and management, financial reporting, and oversees individual funding sources ensuring proper expense tracking and reporting. Ensures accounting procedures are followed with funder requirements.

### **Responsibilities:**

- Manage all aspects of grant and contract budgets including budget creation, management, forecasting, and modifications.
- Monitor the grant budgets and ensures that budget overruns do not occur. Track all budget amounts related to grants and foundation monies and perform monthly comparison of actual program expenditures to budgeted program expenditures.
- Work with Accountant to prepare, review and distribute monthly finance reports. Document and address issues requiring attention and further discussions.
- Facilitate monthly financial meetings with program staff; work closely with program managers and directors to monitor spending, request modifications, plan spend-downs, and comply with funder's terms and conditions.

- Review salaries charged to various cost centers/grants and ensures correct allocation to grants.
- Serve as the primary fiscal contact for all government grants.
- Complete and submit required funder financial reports
- Work with Accountants for preparing timely and accurate monthly or quarterly invoices or reports and follow-up with funders for prompt payment.
- Ensure all invoices and other grant related expenses are coded and entered appropriately.
- Review all invoices prior to entry in accounting system; verify entries in the general ledger for accuracy and proper classification.
- Understand federal, state, foundation and discretionary contract rules and regulations related to budget spending and management
- Work with development team to create budgets and narratives for new funding opportunities
- Assist with annual budget creation.
- Attend funder required meetings and trainings
- Assist with cash drawdown reporting for Federal grants.
- Assist with the annual audit and funder audits as requested
- Work very closely with the Controller on all financial issues.
- Other duties as assigned.

### **Required Qualifications:**

- BA/BS degree in Business, nonprofit Financial Management or Accounting preferred; (3+ three or more years of experience managing grants and nonprofit finances required.
- Sophisticated nonprofit fund and Federal Grant Accounting and Management strongly preferred;
- Budgeting experience required;
- Demonstrated skill in providing a high level of service to multiple customers, ideally in a nonprofit context
- Proficiency with accounting software, spreadsheets, Microsoft suite, and data management systems required
- Experience working as part of a team delivering coordinated services highly desirable;
- Exceptional verbal and written communication skills and ability to interact effectively with others both internally and externally.
- Excellent time management and problem-solving skills with ability to meet critical deadlines with accuracy and quality.
- Ability to pay close and accurate attention to details;
- Ability to accomplish multiple tasks and priorities;
- Ability to work in a fast paced, multi-cultural environment;
- Commitment to the work of workforce development, social and economic justice organizations.
- Position may require some local travel.